[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiZhMKIg8HaAhXJUhQKHT1vC6gQjRx6BAgAEAU&url=http://www.bristol.ac.uk/public-relations/logo/&psig=AOvVaw2mOof-zdmF72MzT6Trv_9x&ust=1524044696869947)

**Personal Data Breach Report Form**

Please see the University’s Personal Data Breach Procedure which relates to this form. This form should be completed following receipt of a Personal Data Breach Notification and be updated regularly throughout the course of a personal data breach.

|  |  |
| --- | --- |
| **Breach reference number** |  |
| **Status of breach** | Choose a status |

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| **Additional information about the personal data breach** | | | | | | | | | | | | | |
| **Date/time breach notified** | | | **Date** | | | |  | | | | | **Time** |  |
| **Date/time breach confirmed** | | | **Date** | | | |  | | | | | **Time** |  |
| **Primary cause of breach** | | | | | | | | | | | | | |
|  | | Malicious attack/cyber incident | | | | | | |  | | Other: | | |
|  | | Accident (e.g. system failure) | | | | | | |  | |
|  | | Negligence (e.g. human error) | | | | | | |  | |
| **Origin of breach** | | | | | | | | | | | | | |
|  | | Internal (e.g. staff or student) | | | | | | |  | | External – third party controller | | |
|  | | External – third party processor | | | | | | |  | | External – other third party | | |
| **Categories of personal data affected** | | | | | | | | | | | | | |
|  | | Basic personal identifiers  (name, contact details) | | | | | | |  | | Economic and financial data  (debit/credit card/bank account details) | | |
|  | | Access credentials  (usernames, passwords) | | | | | | |  | | Surveillance and monitoring data  (CCTV footage, IT system logs) | | |
|  | | Data revealing religious or philosophical beliefs | | | | | | |  | | Data relating to criminal convictions and offences | | |
|  | | Data revealing racial or ethnic origin | | | | | | |  | | Genetic data | | |
|  | | Data revealing political opinions | | | | | | |  | | Location data | | |
|  | | Data revealing trade union membership | | | | | | |  | | Health data | | |
|  | | Data concerning sex life | | | | | | |  | | Unknown | | |
|  | | Data concerning sexual orientation | | | | | | |  | | Other: | | |
|  | | Data concerning gender reassignment | | | | | | |  | |
|  | | Biometric data | | | | | | |  | |
| **Categories of individuals affected** | | | |  | | | | Prospective students | | | | | |
|  | | | | Current students | | | | | |
|  | | | | Alumni | | | | | |
|  | | | | Staff (other than senior staff) | | | | | |
|  | | | | Senior staff | | | | | |
|  | | | | Research participants | | | | | |
|  | | | | Other: | |  | | | |
| **Further information concerning the personal data breach** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Assessment of the personal data breach** | | | | | | | | | | | | | |
| **Number of records affected** | | |  | | | | | | | | | | |
| **Number of individuals affected** | | |  | | | | | | | | | | |
| **Encryption status of records affected** | | |  | | | Full encryption | | | | | | | |
|  | | | Partial encryption | | | | | | | |
|  | | | No encryption | | | | | | | |
| **Estimated financial damage arising from breach (if possible)** | | |  | | £: | | | | | | | | |
|  | | None | | | | | | | | |
| **Type of breach** | | | **Category of breach** | | | | | | | | | | |
|  | Confidentiality | | Choose a category | | | | | | | | | | |
|  | Integrity | | Choose a category | | | | | | | | | | |
|  | Availability | | Choose a category | | | | | | | | | | |

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| **Likely impact of the breach** | | | | | | | |
|  | Breach of confidentiality | | |  | Liability issues | | |
|  | Business interruption | | |  | Loss of personal data | | |
|  | Damage to University’s reputation | | |  | Property damage | | |
|  | Damage to individuals’ reputation | | |  | Re-identification of individuals | | |
|  | Direct financial loss | | |  | Reversal of pseudonymisation | | |
|  | Discrimination | | |  | Unauthorised access to systems | | |
|  | Emotional distress | | |  | Other: | | |
|  | Harassment or victimisation | | |  |
|  | Identity theft or fraud | | |  |
| **Mitigation of the personal data breach** | | | | | | | |
| **Description of action(s) taken to mitigate the breach** | | | | | | | |
|  | | | | | | | |
| **Description of action(s) taken to recover or reconstitute lost or damaged data** | | | | | | | |
|  | | | | | | | |
| **Notification of the personal data breach (further details to be added to timeline)** | | | | | | | |
| **Notification to Information Commissioner’s Office (ICO)** | | | | | | | |
| **Notification required** | |  | Yes | | |  | No |
| **Explanatory notes** | |  | | | | | |
| **Notification to data subjects** | | | | | | | |
| **Notification required** | |  | Yes | | |  | No |
| **Explanatory notes** | |  | | | | | |

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| **Notification to third party processors** | | | | |
| **Notification required** |  | Yes |  | No |
| **Explanatory notes** |  | | | |
| **Notification to research funders, partners or data providers where contracted** | | | | |
| **Notification required** |  | Yes |  | No |
| **Explanatory notes** |  | | | |
| **Notification to insurers** | | | | |
| **Notification required** |  | Yes |  | No |
| **Explanatory notes** |  | | | |
| **Notification to police/Action Fraud** | | | | |
| **Notification required** |  | Yes |  | No |
| **Explanatory notes** |  | | | |

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| **Review of personal data breach** |
| **Root cause(s) of the breach** |
|  |
| **Lessons learned – preventing recurrence** |
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| **Lessons learned – management of the breach** |
|  |
| **Recommendations for cascading lessons learned** |
|  |
| **Follow-up actions required in relation to the breach** |
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| **Personal Data Breach Management Timeline -**  **To record key events and actions taken** | | | | | |
| **Date** | **Time** | **Action** | **Noted by** | **Approved by** | **Comments** |
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